

**Army Civilian Training, Education, and Development System
Plan
CP-14 - Contracting and Acquisition Career Program**

APPENDIX F - GS-1102 COMPETENCIES

1. Background of the revised Competencies for the Contracting and Acquisition Career Program (GS-1102 Series).

- a. The competencies identified in the previous edition of the CP-14 ACTEDS Plan were derived from the Federal Acquisition Institute (FAI) and each competency could be traced to a unit of instruction in the Contract Specialist Workbook. The Contract Specialist Workbook is now the Contract Specialist Training Blueprint and can be located by going to http://www.gsa.gov/Portal/content/pubs_content.jsp?contentOID=123732&contentType=1008 The Contract Specialist Training Blueprint (as of the writing of this edition of the CP-14 ACTEDS Plan) is current through FAC 2001-09 dated September 2002.
- b. The competencies identified in this edition of the CP-14 ACTEDS Plan were developed by a Contracting Functional Integrated Process Team (FIPT) tasked by the Director of Defense Procurement to assess the training needs of the workforce. The FIPT in response to this tasking developed the Contracting Competency Matrices provided on the following pages. The matrices identify desired performance attributes associated with career levels. There are two categories of performance attributes: (1) general professional business skills, and (2) technical policy and process skills.
- c. The general professional business skills are consistent with the emphasis the Army has placed on contracting business professionalism. The general professional business skills attributes further recognize that these must be performed within the DoD environment and Annex 1 to Appendix F identifies those specific contracting environment skills.
- d. The technical policy and process skills include, among other aspects, Knowledge Of Contracting Fundamentals. The contracting fundamentals are listed in Annex 2 to Appendix F. It is useful to note that the list of competencies associated with Knowledge of Contracting Fundamentals is virtually the same (with some minor exceptions to include the fact that the Unit of Instruction numbers do not match the numbers listed in Annex 2) as the listing of units of instruction in the Contract Specialist Training Blueprint.

2. Relevance and use of the competencies for CP-14.

- a. The competencies identified in Annex 2 of this Appendix form the foundation for the training and development of contracting professionals. Instruction and training on those competencies can be traced directly to instruction provided in the mandatory certification courses for ACF C at

the Defense Acquisition University (DAU). Supervisors and Intern coordinators can use the Contract Specialist Training Blueprint as a resource reference to provide additional training when deemed necessary or as reflected on an individual's IDP, MTP or MITP. Units of instruction can be found for the various individual aspects of the Contracting Fundamentals in the Contract Specialist Training Blueprint.

- b. The more general professional business attributes and policy and process attributes are being examined by DAU to determine recommendations for future training to accommodate the contracting workforce performance requirements identified in this Appendix and insure instruction is being provided to support these competencies. The general professional business attributes are addressed by graduate level programs like those provided by accredited colleges of business administration in a Master's of Business Administration (MBA) program. Therefore, individuals possessing an MBA would be considered capable of performing the skills associated with a particular general profession business competency. It is this set of competencies that must have increasing attention for the CP-14 workforce, above and beyond the technical, policy and process, contracting fundamentals

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Contracting Competency Matrix

O=Not Applicable		1=Describe the skill	2=Describe the details on how to do it	3=Perform the skill	4=Perform the skill with more complexity			
	General Professional Business Attributes	Pre-Cert	Level 1	Level 2	Post Cert Level 2	Level 3	Post Cert Level 3	Senior Mgmt
1	Communication	2	2	3	3	4	4	4
2	Market Research	1	1	2	3	3	4	4
3	Teaming	1	2	3	3	4	4	4
4	Analysis	1	2	3	3	4	4	4
5	Understanding the mission (buyer and customer)	0	2	2	3	4	4	4
6	Commercial business practices	1	1	2	3	4	4	4
7	Decision Making	1	2	3	3	4	4	4
8	Use of knowledge/information management resources	1	2	3	3	4	4	4
9	Appropriate uses of contracting and non-contracting methods for satisfying requirements	0	1	2	3	4	4	4
10	Appropriate, effective use of information/data to identify sound business alternatives, recommendations and decisions	1	1	3	3	4	4	4
11	Financial management	1	1	2	3	3	4	4
12	Adaptability and flexibility	2	2	3	3	4	4	4
13	Risk management	1	1	2	3	4	4	4
14	Leadership	1	1	2	3	4	4	4
15	Appropriate use of Technology	2	2	3	3	4	4	4
16	Dilemma Resolution	1	2	2	3	4	4	4
17	Multi-functional capabilities (w/l con & across acq fxs)	0	1	2	3	3	4	4
18	Organizational Structure, Roles, and Relationships	0	1	2	3	4	4	4
19	Project management	1	1	2	2	3	3	4
20	Technical or business management expertise	0	1	2	2	3	4	4
21	Contract Performance Management	0	1	2	3	4	4	4
22	Environment (see Annex 1, Appendix F)	0	1	2	3	4	4	4

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	Policy and Processes	Pre-Cert	Level 1	Level 2	Post Cert Level 2	Level 3	Post Cert Level 3	Senior Mgmt
1	Knowledge of contracting laws, regulations, policies	0	1	2	3	4	4	4
2	Knowledge of acquisition methods and appropriate applications (including non-contract alternatives)	0	1	2	3	4	4	4
3	Knowledge of contracting fundamentals (see Annex 2, Appendix F)	0	1	2	3	4	4	4
4	Knowledge of non-contract fundamentals	0	1	2	3	4	4	4
5	Knowledge of Financial Management Regulations (FMR))	0	1	2	2	3	3	4
6	Appropriate application of commercial/industry practices	0	1	2	3	4	4	4
7	Appropriate application of competition requirements, policies, and procedures	0	1	2	3	4	4	4
8	Knowledge of interoperability issues/concerns	0	1	2	3	3	4	4
9	Knowledge of international acquisition laws/processes/issues	0	1	2	2	3	4	4
10	Knowledge of the range of contract pricing techniques, and appropriate applications	0	1	2	3	4	4	4
11	Knowledge of appropriate source selection techniques	0	1	2	3	4	4	4
12	Ability to conduct and conclude complex negotiations	0	1	2	3	4	4	4
13	Appropriate application of pertinent laws regulations, policies, and practices (i.e. labor, environmental, socioeconomic, international acquisition, security).	0	1	2	3	4	4	4
14	Knowledge of contract financing arrangements, and the impact of each on the government and private sector	0	1	2	2	4	4	4
15	Ability to develop productive relationships between suppliers, requiring activities, and contracting functions	1	2	3	3	4	4	4
16	Acquisition-related experience in, or understanding of, more than one acquisition function (contracting, program management, etc.), agency, or sector (public, private)	0	1	1	2	3	4	4
17	Professional development (education, continuous learning) in appropriate disciplines	1	2	3	3	4	4	4
18	Appropriate application of past performance information	0	1	2	3	4	4	4
19	Disputes resolution processes and alternatives	0	1	2	3	4	4	4
20	Use and application of e-biz techniques/processes	1	2	3	3	4	4	4

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Contracting Competency Matrix – Annex 1

O=Not Applicable	1=Describe the skill	2=Describe the details on how to do it	3=Perform the skill	4=Perform the skill with more complexity
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Annex 1	Contracting Environment	Pre-Cert	Level 1	Level 2	Post Cert Level 2	Level 3	Post Cert Level 3	Senior Mgmt
1	Familiarity with evolving acquisition issues, techniques, and solutions	0	1	2	3	4	4	4
2	Knowledge and support of contemporaneous organizational and governmental priorities and goals	0	1	2	3	4	4	4
3	Awareness of the contemporaneous political environment, and implications for appropriate business arrangements	0	1	2	3	4	4	4
4	Familiarity with the contemporaneous legal environment, and appropriate reflection of that environment in business arrangements	0	1	2	3	3	4	4
5	Familiarity with financial concerns of public and private sector entities	1	1	2	3	4	4	4
6	Knowledge and application of appropriate global ethics/standards of conduct	0	1	2	3	4	4	4
7	Knowledge of fraud & exclusion requirements	0	1	2	3	4	4	4
8	Knowledge of DoD unique statutory and regulatory requirements	0	1	2	3	4	4	4
9	Knowledge of DoD unique contracting environments (defense priorities, contingency contracting, etc)	0	1	2	3	4	4	4
10	Integrity	1	2	3	3	4	4	4

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Contracting Competency Matrix – Annex 2

Annex 2	Policy & Process / Knowledge of Contracting Fundamentals		Policy & Process / Knowledge of Contracting Fundamentals
1.	Customer Business Analysis and Strategy	34.	Evaluating Other Terms and Conditions
2.	Market Research	35.	Award without discussion
3.	Procurement Requests	36.	Communications
4.	Requirements Analysis	37.	Establish Competitive Range
5.	Identify Possible Sources	38.	Negotiation Strategy
6.	Limiting Competition	39.	Conduct Discussions (Negotiations)
7.	Socio-Economic Requirements	40.	Responsibility
8.	Offeror Evaluation Factors	41.	Mistakes In Offers
9.	Method of Acquisition	42.	Protests
10.	Pricing Arrangements	43.	Debriefing
11.	Recurring Requirements	44.	Post Award Orientations
12.	Unpriced Contracts	45.	Monitor Subcontract Management
13.	Contract Financing	46.	Contract Modification and Adjustment
14.	Obtaining Bonds	47.	Options
15.	Methods of Payment	48.	Task and Delivery Order Contracts
16.	Document Source Selection Plan	49.	Performance Management
17.	Publicizing Proposed Acquisitions	50.	Commercial/Simplified Acquisition Remedies
18.	Subcontracting Requirements	51.	Noncommercial Acquisition Remedies
19.	Oral Solicitations	52.	Documenting Past Performance
20.	Solicitation Preparation	53.	Assignment of Claims
21.	Inquiries and FOIA Requests	54.	Administering Securities
22.	Pre Bid/Quote/Proposal Conference	55.	Administering Finance Terms
23.	Amend/Cancel Solicitations	56.	Allowability of Costs
24.	Bids	57.	Price and Fee Adjustments
25.	Responsiveness	58.	Defective Pricing
26.	Receiving Quotes and Proposals	59.	Invoices
27.	Evaluating Non-Price Factors	60.	Fraud and Exclusion
28.	Pricing Info from Offerors	61.	Collecting Contractor Debts
29.	Accounting and Estimating Systems	62.	Administering Special Terms and Conditions
30.	Cost Accounting Standards	63.	Resolving Disputes
31.	Audits	64.	Termination
32.	Price Analysis (Negotiated Acquisitions)	65.	Closeout
33.	Cost Analysis		